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| <b>Job Title:</b> Assistant Meal Site Manager | <b>Hours per week:</b> 19.5 | <b>FLSA Status:</b> Non-Exempt          |
| <b>Reports To:</b> COA Director               | <b>Department:</b> COA      | <b>Grade:</b> 3                         |
| <b>Created date:</b> 11/16/2021               | <b>Revised date:</b>        | <b>Approved date:</b> 01/24/2022        |
| <b>Created by:</b> HR Director                | <b>Revised by:</b>          | <b>Approved by:</b> Personnel Committee |

## TOWN OF LUNENBURG ASSISTANT MEAL SITE MANAGER

### Statement of Duties:

Assists the Meal Site Manager with the food service program at the Lunenburg Senior Center according to policies and procedures, and federal/state requirements. Provides leadership, support and guidance to ensure that food quality standards, inventory levels and food safety guidelines are met; performs all other related or similar duties as required.

### Supervision:

Works under the general supervision of the Meal Site Manager.

In the absence of the Meal Site Manager, supervises part-time dietary aides, as well as meals on wheels drivers and other meal site volunteers.

### Job Environment:

Work is performed in the kitchen and dining areas of the Senior Center. Occasional work may be done outside of the Senior Center using outdoor cooking equipment. Work environment may be subject to noise and distractions associated with different activities; frequently exposed to hot and cold temperatures found in a kitchen and/or outside environment.

Has regular contact with senior citizens and visitors.

Errors in judgment could result in a delay of service, monetary loss, personal injury, legal repercussions and damage to buildings or equipment.

### Essential Functions:

*Essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Assist Meal Site Manager with planning and preparing menus, purchasing food, prepping food, cooking/baking, and serving meals for individuals at the Senior Center.

Sets up dining area, cleans kitchen, dining area including washing dishes, tables, sweeping floors, cleaning cupboards, refrigerator, microwave, and stove/oven, others as needed. Empties trash.

Assist Meal Site Manager with preparing all congregate meals on site, with exception of those delivered/prepared by MOC, daily lunch meal along with other refreshments served on site for activities, and educational programs.

Receive and pack Meals on Wheels recipient's dinners in accordance MOC nutrition instructions.

Assist Meal Site Manager with daily cleanup of food preparation areas.

Assist the Meal Site Manager with Inventorying supplies, placing orders and storing food supplies in appropriate manner.

Perform any related duties, as required such as delivering Meals on Wheels and filling in for the Meal Site Manager in his/her absence.

May be called upon to use vehicle for delivery of Meals on Wheels.

Perform other duties as assigned.

## **Recommended Minimum Qualifications**

### **Education and Experience:**

High School Diploma or equivalent; one to three years' experience working with seniors in a nutritional or food service program required; experience in a high volume institutional food preparation desirable; or any equivalent combination of education and experience.

Must be have or be willing to obtain Serve Safe and Allergen Certification.

Must have a valid and current driver's license, acceptable driving record, and access to a motor vehicle.

Must possess Red Cross CPR, First Aid, and Defibrillator certifications (or ability to obtain and maintain such certifications within one year of hire), along with considerable knowledge of first aid methods and safety precautions used in recreational programming.

### **Knowledge, Ability and Skill:**

Knowledge: Working knowledge of nutrition and the preparation of meals for predominantly elderly people. Thorough knowledge of “serve safe” regulations. General knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the operation of a public kitchen and preparation of meals.

Ability: Ability to interact in a positive and effective manner with employees and the public and to work independently. Ability to operate a variety of kitchen equipment at efficient speed. Ability to organize work and manage multiple tasks in a timely manner. Ability to plan and organize work and manage multiple tasks in a timely manner. Ability to develop nutritious and creative menus.

Skills: Skill in using basic computer and office equipment. Good judgement and tact necessary to maintain effective staff and customer relations. Efficient skill level in the management of a food nutritional program for the elderly. Must possess excellent communication and organizational skills.

### **Physical Requirements:**

May require standing for long periods of time. Frequently required to reach with hands, arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. Occasionally required to kneel or crouch. Occasionally required to lift/move up to 60 lbs and work in tight spaces. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Required to operate indoor/outdoor kitchen equipment in a safe manner and in accordance with manufacturer’s operating instructions.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*

Approved:

DocuSigned by:  
Susan Doherty  
B0F54F6F2B5F4E2  
Department Head

1/25/2022  
date

DocuSigned by:  
Heather Lemieux  
2196741B3A54454  
Town Manager

1/25/2022  
date

DocuSigned by:  
Erik Arnold  
FE20F146EC1E405  
Personnel Committee Chair

1/25/2022  
date